



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



MARVIN J. SOUTHARD, D.S.W.,  
Director  
ROBIN KAY, Ph.D.  
Chief Deputy Director  
RODERICK SHANER, M.D.  
Medical Director

April 16, 2015

TO: Each Supervisor

FROM: Marvin J. Southard, D.S.W.  
Director

SUBJECT: **NOTIFICATION OF INTENT TO EXPEND FUNDS FOR THE FOURTEENTH ANNUAL MENTAL HEALTH AND SPIRITUALITY CONFERENCE**

This memorandum is to notify your Board that I am exercising delegated authority granted by your Board to execute future agreements for facility rental fees and catering services for the Annual Mental Health and Spirituality Conference.

On March 6, 2012, your Board adopted a Board letter which delegates authority to the Director of Mental Health to sign substantially similar agreements with similar conference sites for facility rental fees and catering services for three subsequent annual Mental Health and Spirituality Conferences through Fiscal Year 2014-15, not to exceed a total amount of \$65,000 per annual event, subject to review and approval as to form by County Counsel and notice to your Board and Chief Executive Office (CEO). Under this authority, I will execute an agreement for the Fourteenth Annual Conference on Mental Health and Spirituality Conference to be held on May 28, 2015, at the Los Angeles Convention Center, at an estimated cost of \$63,000.

County Counsel has advised that I inform your Board that the standard agreement required by the venue operator includes provisions not included in the 2012 agreement which require the County to obtain an insurance policy and indemnify the owner and venue operator for all claims and losses related to the agreement. These are standard requirements that cannot be waived or modified. I have been advised by CEO Risk Management and County Counsel of the risks associated with these provisions. However, I believe these risks to be acceptable in light of the advice from CEO Risk Management that the agreement is in keeping with marketplace standards for such venues.

If you have any questions or concerns, please contact me, or your staff may contact Richard Kushi, Chief, Contracts Development and Administration Division, at (213) 738-4684.

MJS:DM:RK:gt

c: Acting Executive Officer, Board of Supervisors  
Interim Chief Executive Officer  
County Counsel  
Robin Kay, Ph.D.

Dennis Murata  
Kimberly Nall  
Kumar Menon  
Richard Kushi